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ROUTING AND TRANSMITTAL SLIP			08 SE	08 SEP 87	
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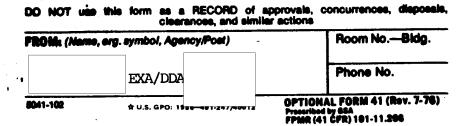
#1 - FOR ACTION: PLEASE PREPARE <u>DRAFT</u>

POLICY DESCRIBED IN PARA #2 AND

FORWARD IT TO THE EXA/DDA by COB

01 OCTOBER 1987.

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ROUTING AND RECORD SHEET SUBJECT: (Optional) Security and Magnetic Media FROM: EXTENSION ER 4110 87 **Executive Director** DATE 18 August 1987 TO: (Officer designation, room number, and DATE building) OFFICER'S COMMENTS (Number each comment to show from whom INITIALS to whom. Draw a line across column after each comment.) FORWARDED RECEIVED 1. Deputy Director for Administration 7D18 Hqs Bldg. OS REGISTRY 2. 10 SEP 1987 3. 02 SEP 1987 Task OS to deaft.

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18 August 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Executive Director

SUBJECT:

Security and Magnetic Media

- 1. Personal computers offer enormous opportunities for the Agency. However, they will unacceptably endanger the security of our information if we don't put in place a more thorough program of safeguards. We have established a comprehensive set of processes to control our classified documents. The large volume of information that can be stored locally on magnetic media argues that such media should be protected at least as rigorously as-documents.
- 2. I believe that we should ask the Offices of Security and Information Technology to work together in drafting a new regulation dealing with management of removable magnetic media. The Information Management Staff, the Office of Information Resources, and the Directorate of Science and Technology should also be involved. Such a policy should, at a minimum:
  - -- be uniform across the Agency;
  - -- require that our most sensitive information receive the most rigorous attention and control;
  - -- implement controls to assure that we are able to account for removable magnetic media;
  - -- set forth the role of the registries;
  - -- provide for auditing the use of removable magnetic media to assure compliance; and
  - -- specify the circumstances under which additional measures such as local encryption or "diskless" workstations, would be required.

Widespread use of removable magnetic media may already have outpaced our information management policy. I believe that we should endeavor to publish a regulation, and put in place the related mechanisms, by 1 November 1987.

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